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**PROGRAM AND PROJECT  
MANAGEMENT MANUAL**

U.S. DEPARTMENT OF ENERGY  
Office of Management, Budget and Evaluation

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**Construction**

**Management**

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## **Program and Project Management Manual**

1. PURPOSE. This Manual provides the detailed requirements and guidance for the implementation of Department of Energy (DOE) Policy 413.1, "Program and Project Management for the Planning, Programming, Budgeting, and Acquisition of Capital Assets;" and Office of Management and Budget (OMB) Circulars: A-11, Part 3, "Planning, Budgeting, and Acquisition of Capital Assets;" A-109, "Major Systems Acquisitions;" A-123, "Management Accountability and Control;" A-127, "Financial Management Systems;" and A-130, "Management of Federal Information Resources." The requirements identified in this Manual are mandatory for all DOE projects and National Nuclear Security Administration (NNSA) projects having an expected Total Project Cost (TPC) greater than \$5M, and is applicable to prime contractors responsible for these projects at DOE facilities.
2. SUMMARY. This Manual is composed of eleven chapters that provide the requirements for implementing program and project management across the DOE/NNSA Complex. The goals of this Manual are to facilitate and support the acquisition of materiel assets to meet DOE mission needs and aid in sustaining excellence in program and project management. Chapter 1 is a summary overview of DOE's acquisition management system for programs and projects. Chapter 2, "Requirements and Responsibilities," details all requirements and roles and responsibilities, and sets approval authorities and change control thresholds. Chapter 3 provides the processes for integrating safety, environmental, quality, and the concept of safeguards and security into projects, Chapters 4 through 7 discuss the major acquisition phases: Initiation, Definition, Execution, and Transition/Closeout. Finally, Chapters 8, 9, 10, and 11 provide guidance on the following key areas: acquisition performance baseline, risk management, performance measurement, reviews and reporting, evaluations, and project controlling.
3. REFERENCE. DOE P 413.1, "Program and Project Management for the Planning, Programming, Budgeting, and Acquisition of Capital Assets;" and DOE O 413.3, "Program and Project Management for the Acquisition of Capital Assets."
4. CONTACT. Questions concerning this Manual should be addressed to the Office of Engineering and Construction Management, (202) 586-1784.

BY THE ORDER OF THE SECRETARY OF ENERGY:

Deputy Secretary

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# PROGRAM AND PROJECT MANAGEMENT

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